

Church Custodian

The Church Custodian for Aldersgate UMC ensures the facilities are fully operational, safe, clean and neat, and prepared for worship services and ministry activities. The custodian cleans and makes minor repairs. Acts as church representative with outside contractors and inspectors.

Position Status

- Part-time position, 15 hrs/week. 12-months.
- Flexible schedule to be determined with Lead Pastor.
- Paid on hourly basis. Non-exempt position.
- Criminal background check required. Complete Safe Sanctuary training required for working with children and youth in a safe environment.
- Direct Supervisor: Lead Pastor

Responsibilities include but are not limited to the following:

Cleaning

- Maintain clean church facilities by performing weekly duties and daily spot cleaning in all public areas of the building, including bathrooms, offices, kitchens and meeting rooms. Certain duties may only need to be done on monthly, quarterly or annual basis.
- Clean sanctuary thoroughly each week, including vacuuming, cleaning out the aisles of programs or paper left behind, wiping down the pews and altar.
- Regularly check the trash and recycling receptacles, emptying as needed.
- Replace soap, toilet paper and paper towels between cleanings.
- Clean windowed doors and mirrored surfaces; polish stainless steel surfaces.
- Power vacuum carpeted areas and damp mop resilient floors.
- Take inventory of cleaning supplies and submit requests to office manager when items need to be replenished.
- Walk around building on a regular basis to check for anything unusual, doors unlocked, etc.
- Coordinate quarterly/annual carpet cleaning with vendor.

Events

- Set up room(s) as needed for scheduled events.
- Determine if there is damage from an event and communicate with Office Manager the extent of the damage. Ensure damages are fixed.
- Opportunity to monitor large events, if required in rental agreements, for additional pay.

Maintenance

- Replace broken or burned-out light fixtures as needed.
- Change batteries in thermostats and exit signs.
- Address simple plumbing, electrical or other repair work as needed, and ask for help when the task is too difficult.
- Check fire extinguishers, exit lights and defibrillator to make sure they are working and haven't expired.
- Act as contact for third-party maintenance services and inspections. Contact Building and Grounds Task Group as needed.
- Maintain safe entry to church during inclement weather.
- Coordinate with appropriate person(s) to switch from heat to air and air to heat.

Desired Skills and Abilities

- Custodial experience.
- Understanding of cleaning techniques and safety procedures.
- Cheerful and positive attitude and be willing to help in all things.
- Be self-directed and able to complete all custodial duties with little or no supervision.
- Flexibility of schedule.
- Ability to lift, pull and push up to 50 lbs.
- Some knowledge of simple plumbing and general repair work would be a plus.

Level of Education

- High school diploma or GED equivalent

Church location

Aldersgate United Methodist Church
3600 75th St.
Urbandale, IA 50322

To apply:

Send cover letter and resume to career@aldersgatedsm.org

OR

Stop by the Church office Monday – Thursday, 9:00 – 12:00 to complete an application.